



Advanced Level Program and Policy Analyst

[Employment and Training Division](#)

Job Announcement Code: 15-01435

[Printable Job Announcement](#)

Deadline

May 1, 2015

Salary Information

Starting salary is between \$46,917 and \$54,288 per year, depending on qualifications and experience, plus benefits. (For current state employees, this classification is in pay schedule-range 07-03. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction.) A six-month probationary period is required.

Introduction

Are you looking for a great career opportunity that can make a difference in thousands of lives?

We currently have a vacancy in Madison for a position that will be involved in the research, selection and piloting of career and skills assessment tools used by Job Service and other agencies. Our programs are designed to help workers, job seekers, and employers by promoting occupational skill attainment, employment opportunities, job retention and increased earnings. Over the last five years, nearly 51,000 individuals enrolled in our programs and thousands more received assistance not requiring enrollment.

We are interested in hiring individuals who are motivated to learn, collaborate, and help drive positive change. So, join our team and know that your work has a real impact on individuals, families, and our state's economy! You will be working in the heart of downtown Madison, blocks from the State Capitol. This position offers competitive pay, the opportunity for some flexibility with your scheduling, and a casual and friendly office environment where exciting things are always in the works.

Job Duties

Duties include analysis of applicable workforce development initiatives and programs, program and project planning, policy analysis and development, problem identification and resolution, program oversight and evaluation, and development and provision of training on new career and skills assessment tools and products. This position will also explore new technologies to assist field staff in providing services for Job Service customers. This position serves as a liaison within the Department and with other outside agencies regarding the use of assessment tools. Such communications are often high level.

In addition, this position will participate on various inter- and intra- divisional workgroups to assist in developing policies and procedures for program implementation.

A complete [position description](#) has been provided for your review.

Required Knowledge, Skills and Abilities

- Extensive knowledge of planning principles and techniques, goal setting and project management.
- Ability to interpret detailed information.
- Knowledge of record keeping and record management techniques.
- Knowledge of and ability to use problem-solving techniques.
- Knowledge of effective oral and written communication methods.
- Knowledge of adult training methods and techniques.
- Knowledge of methods to develop training curricula and training materials.
- Ability to develop and present training.
- Knowledge of methods to evaluate effectiveness of training.
- Ability to analyze, plan, and lead a major policy related activity.
- Organizational and time management skills.
- Knowledge of and experience using computers and commercial software (both custom developed programs and commercial packages) and the internet.
- Ability to work cooperatively with co-workers as part of an office team to coordinate and network with other agencies, and to interact professionally.
- Ability to get along with diverse populations including persons with different ethnic or socio-economic backgrounds and persons with disabilities.
- Ability to work in a multi-agency Job Center environment in a cooperative and productive manner.
- Skill in conflict resolution and problem solving in small and large group settings.
- Skill in negotiating agreements among diverse perspectives.
- Ability to adapt and respond quickly to change.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination may be directed to Christine Goslawski at (608) 266-8332 or CMGJobs@dwd.wi.gov.

Application/examination materials must be completed and finalized on-line by 11:59 p.m. on the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

All applicants, including those eligible for transfer, demotion or reinstatements, will be required to participate in the application/exam process described above.